

Online Submission of Financial Reports

The Department of Charitable Gaming now offers an online service for the filing of Quarterly and Annual Financial Reports. To use the service, an electronic payment account must be created with DCG via the online registration process. Please read and print the following information before proceeding to the online service.

The Online Financial Report service includes the following:

- Password protected access to your organization's information, current and previously submitted online Quarterly and Annual Financial Reports.
- Reporting for receipts, disbursements and cash reconciliation.
- Automated calculation of report field values
- Online "Help" for clarification on various report fields.
- Ability to save working version of the report to be completed at a later time.
- Electronic payment of administration fees, including late fees and carry over balances, via ACH debits or by credit card.

General Instructions
<p>Prior to using this service, your organization must complete the Electronic Financial Filing Authorization Form and forward it to the Department of Charitable Gaming, 101 N. 14th Street, Richmond, VA 23219. Once the completed forms have been mailed to the Department of Charitable Gaming (DCG), the authorized submitters will be emailed an authorized submitter number and temporary PIN which will be used to establish a User ID and password for accessing this service.</p> <p>You may want to print the Help File or a blank Quarterly Report form (pdf format) or Annual Report form (pdf format) prior to beginning your report</p>

The first time you access the system, go to the DCG webpage:

www.dcg.virginia.gov, proceed to "Financial Reporting", then to "Creating User ID and Password for Electronic Financial Reporting".

Enter the Authorized Submitter Number and PIN that was emailed to you. The PIN is case sensitive.

Press the **Enter** key, or click on the "Create User ID\Password" button.

Commonwealth of Virginia Governor of Virginia | Web Policy | FOIA Policy

Department of Charitable Gaming

Charitable Gaming Board Games General Information Forms Statute & Regulations Licensing Game Training Financial Reporting Contact the DCG

Front Page [Front Page](#)

virginia.gov

Welcome to the Department of Charitable Gaming (DCG)

New Users: Before entering your financial information, you must first create a User ID and Password.

Authorized Submitter Number
(This is the four digit DCG number followed by a dash followed by a two digit number supplied to you by DCG. Note: If your DCG Number is less than four digits, you must enter leading zeros.)

PIN
(This was also supplied to you by DCG.)

Create User ID/Password

Returning Users: Click the Login button below to enter your User ID and Password.

Login

powered by: MyLicense

D.C.G. DEPARTMENT OF CHARITABLE GAMING

Enter all fields and click on the "Register" button.

Front Page [Front Page](#)

Creating the User ID and Password for Electronic Financial Reporting

Please complete the following form to register:

- Complete the required information and choose a **User ID** and a **Password**. This User ID and Password will be your means to access the online portal to submit financial reports to the DCG. You will be asked to create a secret question and provide an answer. The answer to this question can be used to change your password should it be misplaced or forgotten.
- Fields marked with an asterik (*) are required for registration.
- Upon completion of this form, click the **Register** button at the bottom of the page to submit your registration. You will then be asked to login before submitting financial reports.

First Name: John ***SSN:** (Enter last 4 digits only)

Last Name: Smith ***Birth Date:** (Enter in mm/dd/yyyy format include slashes)

***User ID:** (Minimum 6 characters)

***Password:** (Minimum 6 characters)

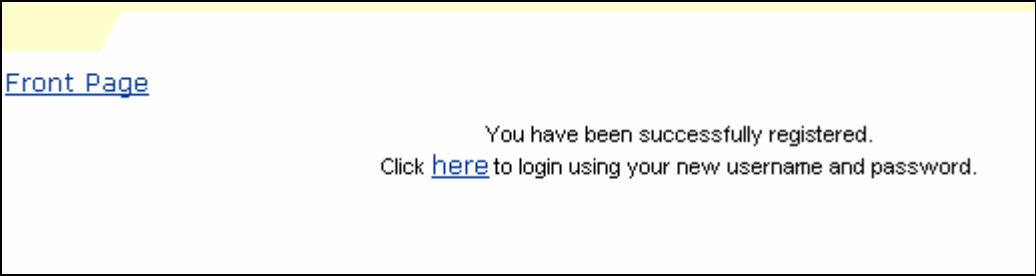
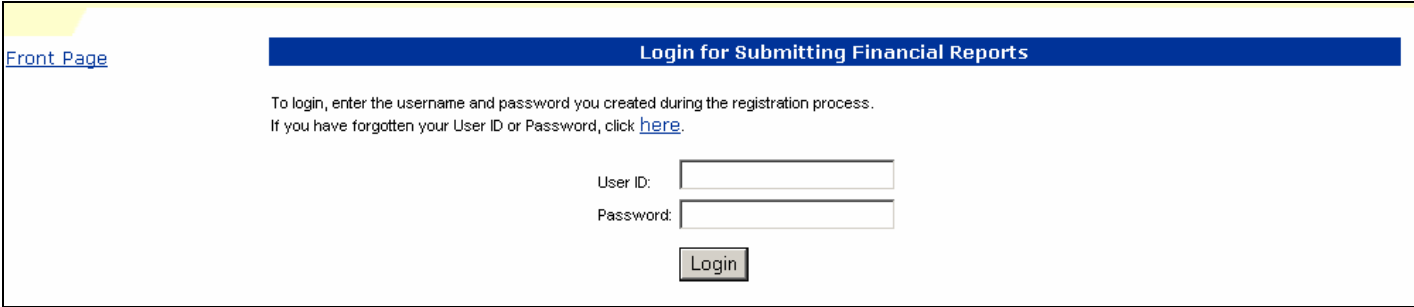
***Confirm Password:**

***Enter Your Secret Question:**
(Ex: What is you mother's maiden name?
What is your favorite color?)

***Enter the Answer to Your Question:**

Email: jsmith@aol.com **Phone:** 8041112222

Register

<p>This screen will be displayed verifying your registration.</p> <p>If you are ready to begin entering your financial report. Click here to continue to the login screen.</p>	
<p>When you are ready to enter your financial report, go to the DCG webpage: www.dcg.virginia.gov, proceed to “Financial Reporting”, then to “Submit Report Electronically.”</p> <p>Enter your User ID and Password</p> <p>Press the Enter key, or click on the "Login" button.</p> <p>If you have forgotten your User ID or Password, you can click on the blue here link. After verifying your registration information including the answer to your secret question, your User ID will be displayed and you will be allowed to establish a new password.</p>	
<p>After you successfully log in, this screen will be displayed.</p>	

To enter or print a financial report, click [Enter Financial Report](#) in the upper left-hand corner of the screen.

To logout of the system, click on [Logout](#) in the upper left-hand corner of the screen.

Enter Financial Report
Logout

John Smith

Below are the authorities currently on file for submission of financial reports with the DCG:

Authorized Submitter 1384-01	Certificate Authorized Certificate Active
Number:	Type: Submitter Status:
Issued: 10/28/2004	

After Enter Financial Report is selected, this screen will be displayed.

To enter a financial report, click on the DCG Number.

Depending on the current reporting window, you will be given access to either the Quarterly or Annual report functions.

NOTE: Please note you must submit the 4th Quarter report prior to submitting the Annual Report. The reason for this requirement is that calculations from the 4th quarter are factored into the annual fee.

To print a financial report, click on [print](#).

To logout of the system, click on [Logout](#) in the upper left-hand corner of the screen.

Home
Logout

To submit a financial report, click on an underlined DCG number from the list below:

Quarterly Financial Report							
DCG Number	Start Date	Due Date	Entered By	Submit Date	Submitted By	Status	Print
<u>9384</u>	Jan 01, 2006	Jun 01, 2006				Created	Print

Upon selecting to enter a report, you will be presented with an organization information screen. You must verify the information included on this screen.

If your name is displayed in the Contact Person Information and if you are still authorized to submit financial reports for your organization, you must click in the checkbox and then click on the "Continue" button to proceed to the next report screen.

If the information is no longer valid, you must contact DCG by email at webmaster@dcg.virginia.gov or by phone at (804) 225-2598.

The screenshot shows a web application interface. On the left, there are links for 'Home' and 'Logout'. The main area is divided into two sections: 'Organization Information' and 'Contact Person Information'. The 'Organization Information' section displays: 'Moose Lodge - DCG# 9384', 'P. O. Box 602', and 'Anywhere, VA 222220000'. The 'Contact Person Information' section displays: 'John Smith'. Below these sections, there is a paragraph of text: 'If you are not the person displayed above or are not authorized to enter/submit financial data on behalf of the displayed charitable gaming organization, please do not continue this process and contact VA DCG for further instructions (804-225-2598). If the above data is correct, click your computer's mouse in the box below and then click the "Continue" button to proceed.' Below this text is a checkbox and two buttons: 'Cancel' and 'Continue...'.

Organization Information	Contact Person Information
Moose Lodge - DCG# 9384 P. O. Box 602 Anywhere, VA 222220000	John Smith

If you are not the person displayed above or are not authorized to enter/submit financial data on behalf of the displayed charitable gaming organization, please do not continue this process and contact VA DCG for further instructions (804-225-2598). If the above data is correct, click your computer's mouse in the box below and then click the "Continue" button to proceed.

☐

Upon confirming your organization information, you will be presented with a screen for Part 1 - Receipts.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for

line items 6, 8 and 10.

To navigate through the report, the following buttons must be used:
“Complete Part” - Saves the current screen’s information and designates the part completed by having a check in the box to the left of the part.

“Save and Continue Later” - Saves the current screen’s information and returns to the report selection menu screen. The report can then be accessed and completed at a future time.

“Finished” - This should only be used when you have completed all of your entries and are ready to submit the report to DCG and pay any applicable fees.

Clicking on a blue underlined Part on the left-hand side of the page saves the current screen’s information and moves to the selected part.

Example click on [Part 3 - Expenses](#) to display the page for Part 3. You cannot click on the box to the left of Part 3 - Expenses.

Note: The parts can be entered in any order.

Clicking on any blue [?](#) at the far

You are filing form 'Quarterly Financial Report'

<input type="checkbox"/> Part 1 - Receipts	1. Bingo Paper Sales Before Discounts	\$?
<input type="checkbox"/> Part 2 - Prizes	2. Electronic Bingo Device Sales Before Discounts	\$?
<input type="checkbox"/> Part 3 - Expenses	3. Bingo Session Instant Bingo, Seal Cards, Coin Board Sales	\$?
<input type="checkbox"/> Part 4 - Cash Reconciliation	4. Bingo Session Treasure Chests and Raffle Sales	\$?
<input type="checkbox"/> Part 5 - Requested Information	5. Bingo Session Miscellaneous Sales (Daubers, Tape, etc.)	\$?
<input type="checkbox"/> Part 6 - Fees	6. GROSS RECEIPTS FOR ALL BINGO SESSIONS	\$	0.00	?
	7. Discounts Given	\$?
	8. ADJUSTED RECEIPTS FOR BINGO SESSIONS	\$	0.00	?
	9. Raffle and other Outside Gaming Sales	\$?
	10. TOTAL RECEIPTS FOR QUARTER	\$	0.00	?

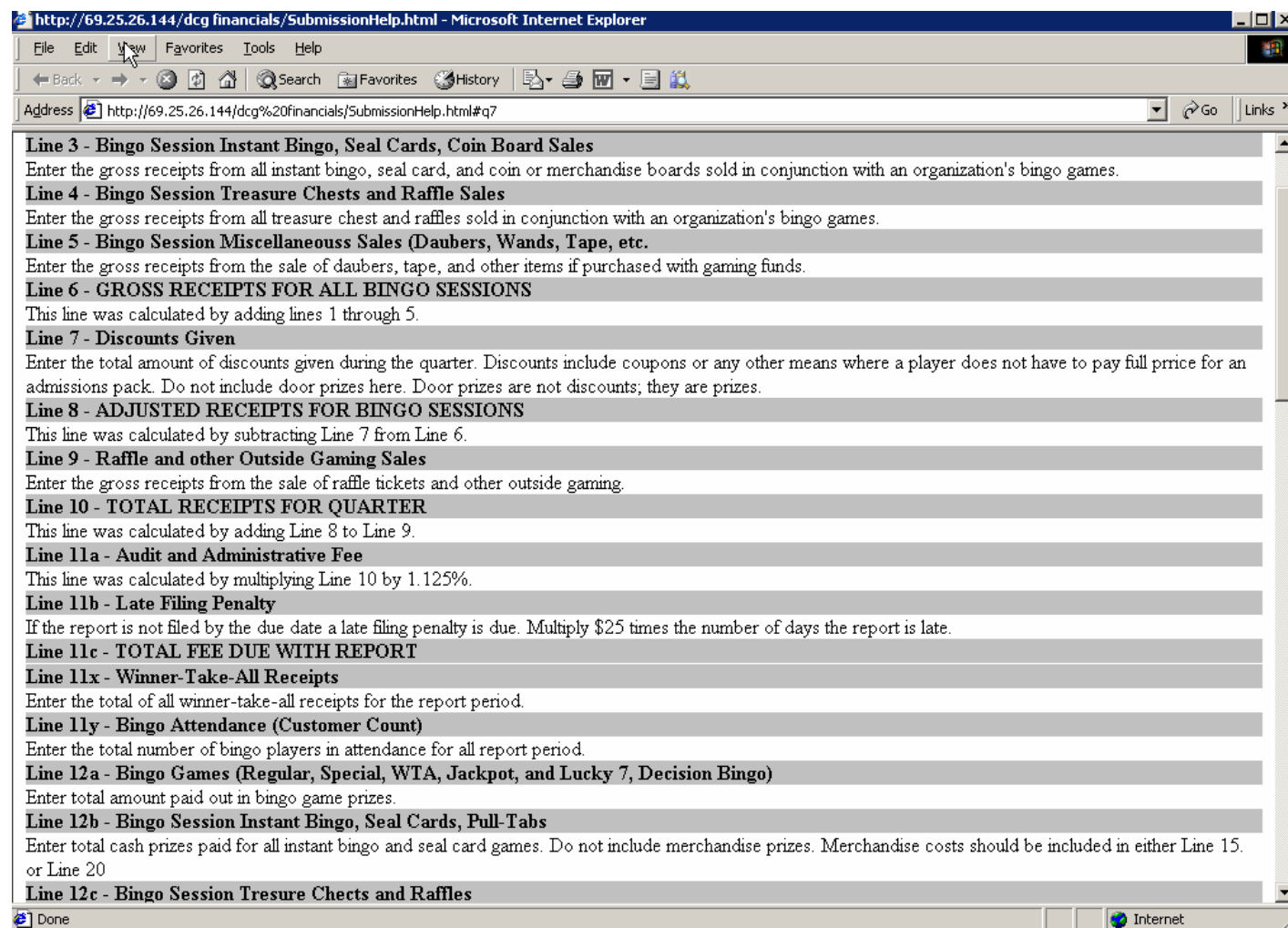
☐ No gaming proceeds this quarter

[Complete Part](#) [Save and Continue Later](#) [Finished](#)

right-hand of the screen opens the Help File with additional information. For the example at the right, the blue [?](#) at the far right of line 3 in Part 1 was selected.

If your organization had no gaming activity for the quarter being reported, click on the check box for “No Gaming Proceeds This Quarter” located at the bottom of the page. This will automatically fill all blanks with zeros and mark all parts of the report as complete.

Help Example:



Select Part 1 – Receipts

Part 1 will be displayed. At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs. Example: 10000.89 not \$10,000.89)

After you have completed Part 1, click on the complete button at the bottom of the page.

Note: the check box to the left of Part 1 – Receipts now is checked.

Even though a part has been designated as being complete, you can still return to that part and make changes. Once the finished button is selected, you can no longer make changes.

You are filing form 'Quarterly Financial Report' Part 1 - Receipts

<input checked="" type="checkbox"/> Part 1 - Receipts	1. Bingo Paper Sales Before Discounts	\$ 20,107.00	?
<input type="checkbox"/> Part 2 - Prizes	2. Electronic Bingo Device Sales Before Discounts	\$ 0.00	?
<input type="checkbox"/> Part 3 - Expenses	3. Bingo Session Instant Bingo, Seal Cards, Coin Board Sales	\$ 35,723.00	?
<input type="checkbox"/> Part 4 - Cash Reconciliation	4. Bingo Session Treasure Chests and Raffle Sales	\$ 0.00	?
<input type="checkbox"/> Part 5 - Requested Information	5. Bingo Session Miscellaneous Sales (Daubers, Tape, etc.)	\$ 141.00	?
<input checked="" type="checkbox"/> Part 6 - Fees	6. GROSS RECEIPTS FOR ALL BINGO SESSIONS	\$ 55,971.00	?
	7. Discounts Given	\$ 0.00	?
	8. ADJUSTED RECEIPTS FOR BINGO SESSIONS	\$ 55,971.00	?
	9. Raffle and other Outside Gaming Sales	\$ 0.00	?
	10. TOTAL RECEIPTS FOR QUARTER	\$ 55,971.00	?

☐ No gaming proceeds this quarter

When you select the [Part 2 - Prizes](#) link, you will be presented with a screen for entering Part 2 - Prizes.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs. Example: 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for

line item 12f.

You are filing form 'Quarterly Financial Report' Part 2 - Prizes

<input checked="" type="checkbox"/> Part 1 - Receipts	12a. Bingo Games	\$	18,447.00	?
<input type="checkbox"/> Part 2 - Prizes	12b. Bingo Session Instant Bingo, Seal Cards, Pull-Tabs	\$	25,459.00	?
<input type="checkbox"/> Part 3 - Expenses	12c. Bingo Session Treasure Chests and Raffles	\$?
<input type="checkbox"/> Part 4 - Cash Reconciliation	12d. Door Prizes	\$	240.00	?
<input type="checkbox"/> Part 5 - Requested Information	12e. Raffle and other Outside Gaming	\$?
<input checked="" type="checkbox"/> Part 6 - Fees	12f. TOTAL PRIZES AWARDED	\$	44,146.00	?

☐ No gaming proceeds this quarter

When you select the [Part 3 - Expenses](#) link, you will be presented with a screen for entering Part 3 - Expenses.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for line items 21d and 23.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for line items 21d and 23.

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for line items 21d and 23.

You are filing form 'Quarterly Financial Report' Part 3 - Expenses

<input checked="" type="checkbox"/> Part 1 - Receipts <input checked="" type="checkbox"/> Part 2 - Prizes <input type="checkbox"/> Part 3 - Expenses <input type="checkbox"/> Part 4 - Cash Reconciliation <input type="checkbox"/> Part 5 - Requested Information <input checked="" type="checkbox"/> Part 6 - Fees	13. Cash Payments from Funds at Bingo Session	\$		
	14. Cash Shortage or Overage (If overage, enter as negative)	\$		
	15. Payments to Registered Suppliers (paper, instants, seal cards, daubers...)	\$		
	16. Rent paid for Electronic Bingo Devices	\$		
	17. Raffle Supplies	\$		
	18. Bingo Hall Lease Payments	\$		
	19. Payments to Department of Charitable Gaming	\$		
	20. All other Gaming Expenses	\$		
	21a. Use of Proceeds Facility Disbursements	\$		
	21b. Use of Proceeds Charitable Donations	\$		
	21c. Use of Proceeds Transfers to Restricted Account	\$		
	21d. TOTAL USE OF PROCEEDS	\$	0.00	
	22. Business Expenses	\$		
	23. TOTAL DISBURSEMENTS	\$	0.00	

☐ No gaming proceeds this quarter

When you select the [Part 4 - Cash Reconciliation](#) link, you will be presented with a screen for entering Part 4 - Cash Reconciliation.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for line items 29, 30, 31d, 34, and 35.

NOTE: Line 30 must equal Line 35 to be able to finish and submit the report. If these values do not match, you must check your information and make the changes necessary for your report to balance.

You are filing form 'Quarterly Financial Report' Part 4 - Cash Reconciliation

<input checked="" type="checkbox"/> Part 1 - Receipts	24. Beginning Reconciled Bank Balance	\$?
<input checked="" type="checkbox"/> Part 2 - Prizes	25. Beginning Cash on Hand	\$?
<input checked="" type="checkbox"/> Part 3 - Expenses	26. Returned Checks Collected (redeposit of bad checks)	\$?
<input type="checkbox"/> Part 4 - Cash Reconciliation	27. Earned Interest Income	\$?
<input type="checkbox"/> Part 5 - Requested Information	28. Deposits from Non-Gaming Sources	\$?
<input checked="" type="checkbox"/> Part 6 - Fees	29. Total Receipts for Quarter (line 10 part 1)	\$	55,971.00	?
	30. TOTAL FUNDS AVAILABLE	\$	55,971.00	?
	31a. Bank Statement Balance - End of Quarter	\$?
	31b. Add Deposits in Transit	\$?
	31c. Subtract Outstanding Checks	\$?
	31d. ENDING RECONCILED BANK BALANCE	\$	0.00	?
	32. Ending Cash on Hand	\$?
	33. Returned Checks (bad checks from players)	\$?
	34. Total Disbursements for Quarter	\$	54,423.00	?
	35. TOTAL FUNDS ACCOUNTED FOR	\$	0.00	?

☐ No gaming proceeds this quarter

Complete Part Save and Continue Later Finished

When you select the [Part 5 - Requested Information](#) link, you will be presented with a screen for entering Part 5 - Requested Information.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not

\$10,000.89).

To move from field to field, use the mouse cursor or tab key.

You are filing form 'Quarterly Financial Report' Part 5 - Requested Information

☒ [Part 1 - Receipts](#)
☒ [Part 2 - Prizes](#)
☒ [Part 3 - Expenses](#)
☒ [Part 4 - Cash Reconciliation](#)
☐ Part 5 - Requested Information
☒ [Part 6 - Fees](#)

11x. Winner-Take-All Receipts	\$	
11y. Bingo Attendance (Customer Count)		

☐ No gaming proceeds this quarter

Complete Part

Save and Continue Later

Finished

When you select the [Part 6 - Fees](#)
You will view a completed Fee Form

You are filing form 'Quarterly Financial Report' Part 6 - Fees

<input checked="" type="checkbox"/> Part 1 - Receipts	11a. Audit & Administrative Fee	\$	629.67	?
<input checked="" type="checkbox"/> Part 2 - Prizes	11b. Late Filing Penalty	\$	0.00	?
<input checked="" type="checkbox"/> Part 3 - Expenses	11c. TOTAL FEE DUE WITH REPORT	\$	629.67	?
<input checked="" type="checkbox"/> Part 4 - Cash Reconciliation				
<input checked="" type="checkbox"/> Part 5 - Requested Information				
<input checked="" type="checkbox"/> Part 6 - Fees				

☐ No gaming proceeds this quarter

After completing all parts of the financial report and clicking on the "Finished button", you will be presented with a Confirmation screen, showing all the values that have been entered for your report. You must review your information carefully. Any necessary changes must be made at this point. Use the "Back" button located to the left of the "Submit" button to return to update any report parts.

Once you have verified that the information is valid, click on the "Submit" button to finalize and submit your financial report.

Organization Information

Moose Lodge - DCG# 9384
P. O. Box 602
Anywhere, VA 222220000
DCG No: 9384

BackSubmitPrint

Quarterly Financial Report
For the period beginning Jan 01, 2006

Part 1 - Receipts

1. Bingo Paper Sales Before Discounts	\$20,107.00
2. Electronic Bingo Device Sales Before Discounts	\$0.00
3. Bingo Session Instant Bingo, Seal Cards, Coin Board Sales	\$35,723.00
4. Bingo Session Treasure Chests and Raffle Sales	\$0.00
5. Bingo Session Miscellaneous Sales (Daubers, Tape, etc.)	\$141.00
6. GROSS RECEIPTS FOR ALL BINGO SESSIONS	\$55,971.00
7. Discounts Given	\$0.00
8. ADJUSTED RECEIPTS FOR BINGO SESSIONS	\$55,971.00
9. Raffle and other Outside Gaming Sales	\$0.00
10. TOTAL RECEIPTS FOR QUARTER	\$55,971.00

Part 2 - Prizes

12a. Bingo Games	\$18,447.00
12b. Bingo Session Instant Bingo, Seal Cards, Pull-Tabs	\$25,459.00
12c. Bingo Session Treasure Chests and Raffles	\$0.00
12d. Door Prizes	\$240.00
12e. Raffle and other Outside Gaming	\$0.00
12f. TOTAL PRIZES AWARDED	\$44,146.00

Part 3 - Expenses

13. Cash Payments from Funds at Bingo Session	\$480.00
14. Cash Shortage or Overage (If overage, enter as negative)	\$4.00
15. Payments to Registered Suppliers (paper, instants, seal cards, daubers...)	\$1,249.00
16. Rent paid for Electronic Bingo Devices	\$0.00
17. Raffle Supplies	\$0.00
18. Bingo Hall Lease Payments	\$0.00
19. Payments to Department of Charitable Gaming	\$1,155.00
20. All other Gaming Expenses	\$360.00
21a. Use of Proceeds Facility Disbursements	\$3,903.00
21b. Use of Proceeds Charitable Donations	\$3,126.00
21c. Use of Proceeds Transfers to Restricted Account	\$0.00
21d. TOTAL USE OF PROCEEDS	\$7,029.00
22. Business Expenses	\$2,585.00
23. TOTAL DISBURSEMENTS	\$57,008.00

Part 4 - Cash Reconciliation

24. Beginning Reconciled Bank Balance	\$8,552.00
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This screen will be displayed showing the amount of fees including late fees that are due.

Click on the "Pay Fee" button to continue.

Application Steps

Application Fee

Home
Logout

Pay Fee	Fee Type	Total Amount Due
<input checked="" type="checkbox"/>	Quarterly Audit and Administration Fee	\$629.67

Pay Fee

This screen will be displayed to allow you to electronically pay your fees.

After entering the required information, click on the "Submit" button to process the payment.

This will conclude your reporting process and initiate the transfer of your fees to the Department of Charitable Gaming.

Application Steps

[Home](#)
[Logout](#)

Enter the billing name and address below. This name and address must be the same as associated with the credit card or bank account you are using.

*First Name:

*Last Name:

*Street Address:

*City:

*State:

*Zipcode:

*Country:

This is a secure electronic payment site. Please enter your credit card or bank account information and click the **Submit** button to pay your fees and submit your application. Once you click submit, you have submitted your application and fees to the DCG for processing. You will receive a confirmation page which includes a receipt number. Please print off this confirmation page and retain for your records. The confirmation page will serve as your receipt.

Select One Payment Method

☒ Credit Card

Credit Card Type:

Credit Card Number:
(Numbers only, no dashes or spaces)

Security Code:
(last 3 digits on back of card.
Refer to image at right.)



Expiration Date:

☐ Bank Account

Routing Number:
(Numbers only, no dashes or spaces)

Account Number:
(Numbers only, no dashes or spaces)

Amount Due: \$629.67

Total Amount:

Billing Information

NAME ADDRESS CITY, STATE ZIP	0123 01-23456789
DATE	
PAY TO THE ORDER OF	\$ <input type="text"/>
DOLLARS	
BANK NAME ADDRESS CITY, STATE ZIP	
FOR	
⑆0123456789⑆01234567890123⑆0123	
Routing Number	Account Number

Your Payment Receipt screen will be displayed. Please click on the “Print Receipt” button to print a copy of the receipt for your records. Your report is now finished and you may either return to other sections of the DCG site or close out your browser.

Payment Receipt	
You may print this page as a receipt for your records.	
Payment received - thank you.	
	DCG Number: 9384
	Agency: DCG
	Process: processSUB
	Authorization Code: XSea06089025418382c00
	Received Amount: \$629.67
	Received Date: 3/30/2006 9:54:00 PM
	Transaction ID: S
	XXXX XXXX XXXX 1111 Credit Card Number:
	\$0.00Balance:
	Total Paid:
Print Receipt	Close Window